DOCUMENT RESUME

ED 350 384 CE 060 945

AUTHOR	Adkins, Cathy; And Others
TITLE	Health Services Assistant Certification Examination Test Booklet.
INSTITUTION	Quality Training Specialists, Inc., Climax Springs, MO.
SPONS AGENCY	Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Vocational and Adult Education.
PUB DATE	[92]
NOTE	108p.; For a related document, see CE 060 944.
AVAILABLE FROM	Instructional Materials Laboratory, University of Missouri, 2316 Industrial Drive, Columbia, MO 65202.
PUB TYPE	Tests/Evaluation Instruments (160)
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Allied Health Occupations Education; *Certification; *Health Personnel; Licensing Examinations (Professions); Multiple Choice Tests; Postsecondary Education
IDENTIFIERS	Missouri

ABSTRACT

This document contains four certification examinations (Forms 1-4) for a health services assistant in Missouri. Each of the four test booklets contains general instructions for completing the information section of the answer sheet, general instructions for taking the certification examination, and 100 questions. All test problems are in a multiple-choice format: some are questions, some are complete-the-blank, and some are story problems. (NLA)

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ED350384

HEALTH SERVICES ASSISTANT

CERTIFICATION EXAMINATION

TEST BOOKLET

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HEALTH SERVICES ASSISTANT

CERTIFICATION EXAMINATION

TEST BOOKLET

FORM 1

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HEALTH SERVICES ASSISTANT CERTIFICATION EXAMINATION

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GENERAL INSTRUCTIONS FOR COMPLETING INFORMATION SECTION OF THE NCS ANSWER SHEET

TO BE READ BY TEST ADMINISTRATOR.

OPEN YOUR TEST BOOKLET TO PAGE i AND FOLLOW ALONG.

1. Use #2 pencil. DO NOT USE INK OR A BALL POINT PEN.
2. In the space provided, print last name, first name and middle initial. Skip a space between names and middle initial.
3. Blacken the circle for each letter of the name and middle initial.
4. Blacken the circles on the first row for skipped spaces.
5. Blacken the circle to identify sex.
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9. Use your social security number as identification number in blanks A-L and darken the appropriate circles.
10. Skip a space and write in the Test Form Number found on the front of your test booklet in blanks K-P. (Example: 391001)
11. When marking on the answer sheet make heavy black marks that fill the circle completely.

TURN TO THE NEXT PAGE ON GENERAL INSTRUCTIONS FOR TEST TAKING. WHEN YOU HAVE READ THE INSTRUCTIONS LOOK UP SO THAT I WILL KNOW THAT YOU ARE READY TO GO ON. IF YOU HAVE ANY QUESTIONS, PLEASE ASK THEM WHEN EVERYONE HAS READ THE INSTRUCTIONS. NO QUESTIONS WILL BE ANSWERED AFTER YOU HAVE BEGUN TAKING THE EXAMINATION.

GENERAL INSTRUCTIONS FOR TAKING THE CERTIFICATION EXAMINATION

YOU HAVE TWO HOURS TO COMPLETE THIS EXAMINATION

Try to answer all of the questions. Do not go too fast but do not spend too much time on any one question. You should have enough time to check your answers.

Record the answers on a separate answer sheet. DO NOT MARK IN THIS TEST BOOKLET.

EXAMPLE:

1. The power source for a circulating mattress is

   a) air.; b) electricity.; c) gas.; d) water.

A	B	C	D	E
(1)	(2)	(3)	(4)	(5)

The answer is "b", so the circle below the "b" is blackened.

A	B	C	D	E
(1)	●	(3)	(4)	(5)

IMPORTANT!!

1. Use a #2 pencil.
2. Do **NOT** use a ballpoint pen.
3. Find the row of circles which is the same number as the question you are answering.
4. Find the circle which corresponds to the answer you have selected and blacken that circle.
5. Make heavy black marks that fill the circle completely.
6. Blacken only one response circle for each question.
7. Erase cleanly any answer you wish to change.
8. Make no stray marks on the answer sheet.
9. Fold the pages of the test booklet so only one page is visible. Put your answer sheet close to the question being answered.

DO NOT TURN TO THE NEXT PAGE UNTIL YOUR EXAMINER TELLS YOU.

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1. An example of an acute care facility is a(an)

   a) hospice.
   b) hospital.
   c) long-term care facility.
   d) rehabilitation clinic.

2. Which of the following health care team members is responsible for approving menus and evaluating nutritional problems?

   a) Assistant to the Administrator
   b) Activities Director
   c) Dietitian
   d) Pharmacist

3. Which of the following is a FALSE statement concerning the resident's rights?

   a) The resident has the right to keep and use personal clothing and possessions as space permits.

   b) The resident has the right to be informed of his/her medical condition.

   c) The resident has the right to be transferred or discharged only for medical reasons.

   d) The resident has the right to confidential treatment and may refuse the release of records.

4. Leaving the side rails down on the bed of an unconscious resident creates which of the following legal problems?

   a) Assault
   b) Libel
   c) Negligence
   d) Slander

5. Which of the following items is **NOT** a resident's right?

a) Right to refuse treatment
b) Right to truth
c) Right to privacy
d) Right to extraordinary care

6. Which of the following statements is **INCORRECT** concerning rules for interviewing?

a) Explain to the interviewer what you disliked about your previous employer.

b) Be yourself and try not to assume a different personality.

c) Greet the interviewer by name when you are introduced.

d) Use correct grammar and avoid slang words.

7. All are examples of good personal health habits of a health care assistant **EXCEPT**

a) acquire adequate sleep and relaxation.
b) disregard symptoms of a mild cold.
c) eat a well-balanced diet.
d) practice good body posture.

8. Which of the following is an **INCORRECT** statement concerning employee rights?

a) Adequate orientation and supervision
b) Efficient working conditions
d) An Evaluation of performance
d) A reasonable wage increase

9. All of the following are types of bacteria **EXCEPT**

a) bacillus.
b) staphylococcus.
c) streptococcus.
d) virus.

10. Which of these statements **BEST** defines an antibiotic?

a) An agent which prevents infections in living tissues
b) A process which destroys most bacteria
c) Anything inanimate which carries bacteria
d) A drug used to destroy bacterial diseases

11. Who of the following would be **MOST** susceptible to infection?

a) 45 year old elementary school teacher
b) 96 year old nursing home resident
c) 25 year old baseball player
d) 19 year old fast food worker

12. While removing isolation apparel follow all of these steps **EXCEPT**

a) remove gloves, turning inside out.
b) discard disposable apparel in clean utility room.
c) wash your hands.
d) remove gown so inside of gown is outside.

13. Which of the following statements about AIDS is correct?

a) All patients or residents are considered potentially infected with AIDS so universal precautions should be taken.

b) Patients with AIDS are thin, frail, and have skin cancers so they are easily detected.

c) Kissing, water fountains, food handling, and toilet seats are all methods of catching AIDS.

d) Gloves should be worn with patients or residents at all times since most people have been exposed to AIDS.

14. The relationship of the thigh to the ankle is called

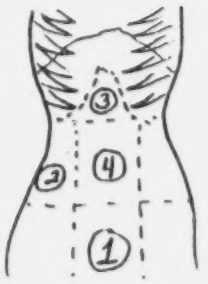
a) inferior.
b) lateral.
c) medial.
d) superior.

15. Which of the following organs belongs in the abdominal cavity?

a) Brain
b) Lungs
c) Heart
d) Stomach

16. The abdominal region marked #2 is the

a) left hypochondriac.
b) left iliac.
c) right lumbar.
d) umbilical.



17. Which of the following cell functions is the transmission of nerve impulse?

a) Conductivity
b) Excretion
c) Metabolism
d) Respiration

18. All of the following are types of membranes **EXCEPT**

a) cutaneous.
b) mucous.
c) muscle.
d) serous.

19. One function of muscle tissue is that it

a) anchors and supports other body structures.
b) contracts and stretches, causing motion.
c) protects body parts and produces secretions.
d) receives stimuli and conducts impulses.

20. Which of the following is **NOT** a function of the skeletal system?

a) Production of blood cells
b) Removes waste from cells
c) Stores calcium
d) Supports the body

21. Which of the following **BEST** defines arthritis?

a) Contraction of the hand
b) Inflammation of a joint
c) Swelling of a cartilage
d) Pain in a joint

22. Which of the following is **NOT** a function of the skeletal system?

a) Heat production
b) Protection
c) Storage
d) Support

23. All of the following bones make up the vertebral column **EXCEPT**

a) cervical.
b) coccyx.
c) lumbar.
d) ribs.

24. Movement away from the midline is known as

a) abduction.
b) adduction.
c) flexion.
d) rotation.

25. Which of the following **BEST** defines tendonectomy?

a) Excision of part of a tendon
b) Inflammation of a tendon
c) Pain in a tendon
d) Fixation of a tendon

26. The muscle which makes up the walls of veins and arteries is the

a) cardiac muscle.
b) skeletal muscle.
c) smooth muscle.
d) striated muscle.

27. Which of the following muscles raises and lifts the arm?

a) Biceps
b) Deltoid
c) Latissimus dorsi
d) Pectoralis major

28. Which of the following **BEST** defines the term dermatosis?

a) Fungus disease of the skin
b) Generalized skin disease
c) Disease of the hair
d) Tumor of connective tissue

29. Which of the following explains how the skin conserves heat?

a) Sweat is released, skin temperature rises, then blood vessels dilate.

b) Blood vessels dilate, skin temperature rises, and sweat is evaporated.

c) Blood vessels constrict, temperature rises, and sweat evaporates.

d) Sweating stops, blood vessels constrict, and skin temperature falls.

30. Which of the following **BEST** defines the term dyspnea?

a) Difficult or painful breathing
b) Easy, normal breathing
c) Inability to breathe unless in upright position
d) Increase in depth and rate of breathing

31. Which of the following **BEST** defines Cheyne Stokes respiration?

a) Difficult breathing

b) Periods of no breathing with deep, rapid respirations

c) Able to breath only in an upright position

d) Abnormal increase in depth and rate of respiration

32. The respiratory system organ that traps inhaled food particles and is a passageway for air is the

a) bronchi.
b) larynx.
c) lungs.
d) trachea.

33. Which of the following muscles are signaled to contract and expand by the medulla during the respiratory process?

a) Deltoid
b) Intercostals
c) Pectoralis major
d) Rectus abdominus

34. The term defined as an enlargement of the heart is

a) bradycardia.
b) cardiomegaly
c) cardiopathy.
d) tachycardia.

35. Which of the following **BEST** describes the main function of the heart?

a) Provides a pathway of circulation
b) Produces red blood cells for the body
c) Pumps blood throughout the body
d) Pumps blood to the lungs for oxygen

36. The segment of the heart which functions as the pacemaker is called the

a) A-V node.
b) S-A node.
c) bundle of HIS.
d) Purkinje fibers.

37. The prefix "arter" refers to

a) arthritis.
b) an aneurysm.
c) an artery.
d) autism.

38. Which type of circulation provides blood flow to the lungs?

a) Fetal
b) General
c) Portal
d) Pulmonary

39. The statement which **BEST** defines the purpose of the blood is

a) balances the body temperature.
b) coordinates impulses from the brain.
c) filters drugs through the liver.
d) transports nutrients.

40. A leukocyte functions as a(an)

a) blood clotter.
b) oxygen carrier.
c) infection fighter.
d) tissue repairman.

41. Adequate quantities of platelets, vitamin K and vitamin C in the blood stream are necessary for balance and control of

a) bleeding time.
b) blood pressure.
c) blood sugar.
d) body temperature.

42. Leukocytes are produced in all of the following **EXCEPT**

a) bone marrow.
b) liver.
c) lymph nodes.
d) spleen.

43. The gland responsible for establishing antibody formation in the newborn and is **MAINLY** found in children is the

a) adrenal gland.
b) parathyroid gland.
c) pituitary gland.
d) thymus gland.

44. Which of the following **BEST** defines the term polydipsia?

a) Excessive thirst
b) Inflammation of the stomach
c) Enlargement of the liver
d) Vomiting of blood

45. Which of the following is **NOT** a true organ of the digestive system?

a) Large intestine
b) Pharynx
c) Small intestine
d) Teeth

46. Which of the following is **NOT** an accessory organ of the digestive system?

a) Esophagus
b) Liver
c) Salivary glands
d) Teeth

47. Which of the following is **NOT** a function of the digestive system?

a) Absorption of water
b) Chemical breakdown of food
c) Physical breakdown of food
d) Transportation of oxygen

48. Nutrients consist of

a) carbohydrates, fats, proteins, minerals, water, and vitamins.

b) carbohydrates, fats, proteins, and minerals.

c) carbohydrates, fats, proteins, and vitamins.

d) carbohydrates, fats, proteins, and water.

49. Energy metabolism involves

a) decreasing exercise.
b) increasing food intake.
c) intake and expenditure of calories.
d) utilizing fat deposits in the body.

50. A balanced diet consists of all of the following **EXCEPT**

a) adequate amount to give required calories.
b) extra calories to store energy.
c) food from each group.
d) variety of foods.

51. Hyposecretion of a gland is

a) mixed secretion.
b) no secretion.
c) over secretion.
d) under secretion.

52. Endocrine glands control all the following **EXCEPT**

a) appetite.
b) growth and development.
c) metabolism.
d) reproduction.

53. The development of secondary sex characteristics is controlled by the hormones produced by the

a) adrenal.
b) gonads.
c) parathyroid.
d) thymus.

54. Thyroxin is secreted by the

a) parathyroid.
b) pituitary.
c) thyroid.
d) thymus.

55. The term meaning an operation or an incision into the skull is

a) craniectomy.
b) crainotomy.
c) lobotomy.
d) lobectomy.

56. Neurons that conduct impulses away from the brain and spinal cord form the

a) connecting nerves.
b) mixed nerves.
c) motor nerves.
d) sensory nerves.

57. The cerebellum, which is the second largest part of the brain is concerned with

a) muscle tone, coordination, and equilibrium.
b) reasoning and senses.
c) reflex activities.
d) vasomotor, cardiac, and respiratory centers.

58. The autonomic nervous system functions to control

a) skilled movements.
b) all reflexes in the body.
c) only voluntary reflexes.
d) activities which go on automatically.

59. The term meaning softening of the iris is

a) iridectasis.
b) iridomalacia.
c) iridoplegia.
d) iridotomy.

60. The nerve responsible for sending the visual impulse to the brain is the

a) abducens.
b) oculomotor.
c) opthalmic.
d) optic.

61. All of the following are errors of refraction EXCEPT

a) astigmatism.
b) cataracts.
c) hyperopia.
d) myopia.

62. The term meaning inflammation of the kidney tissue is

a) cystitis.
b) nephritis.
c) pyelitis.
d) urethritis.

63. The structure responsible for passing urine to the outside of the body is the

a) bladder.
b) prostate.
c) ureter.
d) urethra.

64. All of the following are abnormal constituents of urine **EXCEPT**

a) acetone.
b) blood.
c) casts.
d) hormones.

65. The term meaning hardening of the mammary gland is

a) mastodynia.
b) mastoplasty.
c) mastoscirrhus.
d) mastosis.

66. The male organ responsible for producing sperm is the

a) epididymis.
b) penis.
c) prostate.
d) testes.

67. The ovary functions in the production of all of the following **EXCEPT**

a) embryo.
b) estrone.
c) mature ovum.
d) progesterone.

68. The term meaning the exchange of information accomplished by sending and receiving messages is

a) articulation.
b) asphasia.
c) baryglossia.
d) communication.

69. Which of the following is **NOT** a barrier that will prevent communication?

a) Belittling a person's feelings
b) Causing fear of unpleasant response
c) Giving false or inappropriate reassurances
d) Paying close attention to what patient or resident is saying

70. When a resident feels a need to do something "right" and is slow and methodical you can help by

a) doing some of the things for them.

b) hanging a "do not disturb" sign.

c) Having them practice so they can do it faster the next time.

d) rearranging your schedule to allow more time.

71. Which of the following is an effective telephone technique when you must place the caller on hold?

a) "Hold on for just a second".

b) "Hey, I need to put you on hold, okay?".

c) "Mr. Smith, I will need to place you on hold".

d) "Mr. Smith, you need to hold on for a minute or two".

72. When you see a resident's call light on you should

a) locate his/her nurse.

b) wait a few minutes to make sure it was not an accidental light.

c) answer it immediately.

d) ignore it if it is not your resident.

73. Good body mechanics help the health care worker to

a) lift residents without asking for help.
b) learn short cuts in transferring residents.
c) reduce fatigue and prevent strain on the spine.
d) speed the resident up when ambulating.

74. The number one safety hazard in health care facilities is

a) falls.
b) fires.
c) hemorrhage.
d) tornadoes.

75. When a tornado warning has been sounded all of the following should be done **EXCEPT**

a) apply extra blankets to residents.
b) clear all large rooms of all residents.
c) open all resident and fire doors.
d) pull window curtains and privacy curtains.

76. If a resident falls while being attended you should

a) disregard body mechanics - they won't help now.
b) gently lower yourself to floor, keeping back straight.
c) move resident to bed or chair and call the charge nurse.
d) push resident away to keep them from falling on you.

77. The universal sign for choking is

a) eyes rolled back in head.
b) grasping throat.
c) pounding chest.
d) sitting and staring.

78. Which of the following is NOT a level of the student organization?

a) Local
b) State
c) National
d) International

79. Which of the following is a true statement?

a) Achievement tests do not check strengths and weaknesses.

b) Interest in a certain career guarantees success.

c) You can learn any ability required for a job.

d) Interests can change when exposed to new experiences.

80. Which of the following would be the BEST qualities for a leader to possess?

a) Dependability, initiative, motivation, pessimism
b) Motivation, perseverance, inflexibility, initiative
c) Optimism, motivation, pessimism, initiative
d) Perseverance, initiative, motivation, optimism

81. Business people should also utilize good health practices. These would include all of the following EXCEPT

a) exercise instead of eating lunch.
b) good balanced diet and avoid junk foods.
c) regular exercise designed for own needs.
d) regular medical and dental check-ups.

82. With 80 members voting on a main motion you must have a simple majority to pass the motion. This would require how many affirmative votes to pass?

a) 39
b) 40
c) 41
d) 42

83. Which of the following would **NOT** be proper after death?

a) Treat the body with respect.

b) Proper care of body to maintain good appearance.

c) Cover the body completely with a sheet so family will not be shocked.

d) Valuable and personal possessions should be gathered for the family.

84. The health care team member responsible for helping the patient/resident with financial resources is the

a) Activities Director.
b) Director of Nurses.
c) Personal Services Director.
d) Social Services Director.

85. Restraining a resident without a physician's order creates which of the following legal problems?

a) Assault
b) False imprisonment
c) Invasion of Privacy
d) Libel

86. To prevent the spread of disease the health care assistant should do all the following **EXCEPT**

a) keep immunizations up to date.
b) stay away from ill residents.
c) take part in a health maintenance program.
d) use good handwashing technique.

87. A disease producing organism is a(an)

a) aerobic organism.
b) anaerobic organism.
c) parasitic organism.
d) pathogenic organism.

88. The following are all examples of pathogenic effects on the body **EXCEPT**

a) asthma.
b) AIDS.
c) hepatitis.
d) strep throat.

89. The plane that divides the body into top and bottom is the

a) frontal plane.
b) mid-sagittal plane.
c) sagittal plane.
d) transverse plane.

90. The term which means a production of bone is

a) arthralgia.
b) arthritis.
c) osteitis.
d) osteogenesis.

91. Another name for the kneecap is the

a) fibula.
b) patella.
c) tibia.
d) ulna.

92. Which of the following is a striated, voluntary muscle?

a) Cardiac muscle
b) Skeletal muscle
c) Smooth muscle
d) Visceral muscle

93. One function of the skin is it regulates body temperature. Which of the following statements does **NOT** explain the process of cooling the body?

a) Blood vessels dilate
b) Skin temperature rises
c) Sweat cools by evaporation
d) Blood vessels constrict

94. Which of the following terms mean spitting or coughing up blood?

a) Bronchitis
b) Dyspnea
c) Hemoptysis
d) Hyperpnea

95. Which of the following is the name of a valve in the heart?

a) Aortic
b) Atrial
c) Septal
d) Ventricular

96. The function of a capillary is to

a) carry blood to the heart.
b) carry blood away from the heart.
c) connect the heart and lungs.
d) connect the artery and vein.

97. The term which means removal of the spleen is

a) splenatrophy.
b) splenectomy.
c) splenoirhagra.
d) splenitis.

98. Which of the following is **NOT** a function of the digestive system?

a) Absorption
b) Elimination
c) Physical breakdown of food
d) Transportation of oxygen

99. Which of the following is **NOT** an element of communication?

a) Light
b) Receiver
c) Response
d) Sender

100. When reporting an observation you should

a) remember the resident's room number and bed number.
b) give your report when going off duty.
c) report exact time for observation.
d) report approximate location of abnormal sign.

HEALTH SERVICES ASSISTANT

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FORM 2

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(1)	(2)	(3)	(4)	(5)

The answer is "b", so the circle below the "b" is blackened.

A	B	C	D	E
(1)	●	(3)	(4)	(5)

IMPORTANT!!

1. Use a #2 pencil.
2. Do NOT use a ballpoint pen.
3. Find the row of circles which is the same number as the question you are answering.
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DO NOT TURN TO THE NEXT PAGE UNTIL YOUR EXAMINER TELLS YOU.

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1. Which of the following health care team members is responsible for providing bedside nursing care in a long term care facility?

   a) Certified Nursing Assistant
   b) Certified Medication Technician
   c) Activity Director
   d) Dietary Aide

2. The health care team member responsible for helping the patient or resident with financial resources is the

   a) Activities Director
   b) Director of Nurses
   c) Personal Services Director
   d) Social Services Director

3. Which of the following statements is **INCORRECT** concerning resident rights?

   a) The resident has the right to make phone calls.

   b) The resident has the right to send and receive personal mail unopened.

   c) The resident has the right to manage his/her own finances.

   d) the resident has the right to be restrained chemically or physically without physician's order.

4. Striking a resident after they spit out their food creates which of the following legal problems?

   a) Assault
   b) Battery
   c) Breach
   d) Negligence

5. Which of the following is **NOT** proper job seeking skills?

a) Decide how much money you want.
b) Learn how to complete a job application.
c) Prepare a personal resume.
d) Prepare yourself for an interview.

6. All are examples of desirable qualities **EXCEPT**

a) anxiousness.
b) dependability.
c) initiative.
d) loyalty.

7. All the following describe ways of maintaining good personal hygiene **EXCEPT**

a) bathe daily.
b) brush teeth.
c) clean fingernails.
d) take vitamins.

8. To prevent the spread of disease the health care assistant should

a) keep immunizations up to date.
b) stay away from ill residents.
c) take part in a health maintenance program.
d) use good handwashing technique.

9. An employee has the right to all of the following **EXCEPT**

a) adequate orientation and supervision.
b) duties equal to their abilities.
c) criticism from co-workers.
d) safe working conditions.

10. Which of the following **BEST** defines the method of bacterial transmission called direct contact?

a) Contamination of food, blood, or drugs

b) Touching of secretions or personal contact with an infected person

c) Contaminated moisture droplets in the air by cough or sneeze

d) Touching of articles belonging to or used by an infected person

11. All of the following are methods of organism transmission **EXCEPT**

a) diagnostic exam.
b) direct contact.
c) droplet spread.
d) airborne.

12. Which of the following definitions is **INCORRECT**?

a) Disinfection is a process that removes all living microorganisms.

b) Asepsis is the absence of any infectious agents.

c) Sterilization is a process that removes all living organisms.

d) An antiseptic is an agent that prevents infections in living tissues.

13. All of these factors determine the presence of infection in the body **EXCEPT**

a) number of organisms.
b) virulence of organisms.
c) resistance of host.
d) weight of host.

14. The acronym ARC stands for

a) Accentuated Red Cells.
b) AIDS Rights Center.
c) Area Retirees Complex.
d) AIDS-Related Complex.

15. Which of the following is a common early symptom of AIDS?

a) Near-sightedness; retinal bleeding
b) Night sweats; enlarged lymph nodes
c) Recurrent hiccoughs; belching
d) Hyperactive reflexes; leg cramps

16. The plane that divides the body into front and back is the

a) frontal plane.
b) mid-sagittal plane.
c) sagittal plane.
d) transverse plane.

17. Which of the following **BEST** describes anatomical position?

a) Body is prone, arms to the side, head is turned to side.

b) Body is erect with arms at sides and palms turned forward.

c) Body is supine with arms at sides and palms down-ward

d) Body is erect with arms above head and palms for-ward.

18. The following are all subdivisions of the ventral cavity **EXCEPT**

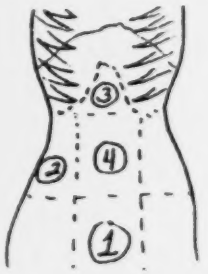
a) abdominal.
b) cranial.
c) pelvic.
d) thoracic.

19. The cranial cavity contains the

a) brain.
b) lungs.
c) intestines.
d) spinal cord.

20. The abdominal region marked #3 is the

a) epigastric.
b) left lumbar.
c) left hypochondriac.
d) right iliac.



21. Name the cell part marked #3.

a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

22. All of the following are examples of organs EXCEPT

a) uvula.
b) heart.
c) lung.
d) stomach.

23. One function of the mucous membranes is that they

a) act as a cushion.

b) cover body cavities that do not open to the exterior.

c) line body cavities that open to the outside.

d) prevent friction.

24. Which of the following structures is part of the respiratory system?

a) Esophagus
b) Pancreas
c) Trachea
d) Uterus

25. Which of the following is **NOT** a function of the digestive system?

a) Excretes solid wastes
b) Ingests food
c) Maintains homeostasis
d) Prepares food for use by the body

26. Which of the following **BEST** defines iliosacral?

a) Pertaining to the sacrum and the ilium
b) Pertaining to the lumbar and the iliac region
c) Pertaining to the pelvis and ilium
d) Pertaining to the ribs and ilium

27. Which of the following **BEST** defines arthralgia?

a) Infection of a joint
b) Inflammation of a joint
c) Pain in a joint
d) Surgical fusion of a joint

28. Which of the following is **NOT** a function of the skeletal system?

a) Anchor for skeletal muscles
b) Protection
c) Potassium storage
d) Support

29. Another name for the kneecap is the

a) fibula.
b) patella.
c) tibia.
d) ulna.

30. Straightening a joint is known as

a) adduction.
b) extension.
c) flexion.
d) pronation.

31. Which of the following terms means pertaining to the muscular tissue of the heart?

a) Myalgia
b) Myasthenia
c) Myocardial
d) Myodynia

32. The muscle which makes up the walls of veins and arteries is the

a) cardiac muscle.
b) skeletal muscle.
c) smooth muscle.
d) striated muscle.

33. All of the following are types of muscles **EXCEPT**

a) cardiac.
b) skeletal.
c) smooth.
d) nervous.

34. Which of the following is a function of the biceps?

a) Flexes and rotates the head
b) Flexes the elbow
c) Raises and lifts the arm
d) Straightens the elbow

35. Which of the following is **NOT** a function of the integumentary system?

a) Environmental adjuster
b) Manufactures vitamin C
c) Protection
d) Regulates body temperature

36. Which of the following best explains how the skin helps cool the body?

a) Blood vessels constrict, skin temperature falls, sweating stops.

b) Blood vessels dilate, skin temperature rises, sweat cools by evaporation.

c) Blood vessels dilate, sweating stops, skin temperature falls.

d) Blood vessels constrict after sweating stops, skin temperature falls.

37. Which of the following is **NOT** considered an appendage of the skin?

a) Adrenal glands
b) Ceruminous gland
c) Sebaceous glands
d) Sudoriferous glands

38. Which of the following **BEST** defines laryngitis?

a) Inflammation of the larynx
b) Inflammation of the lung
c) Inflammation of the pharynx
d) Inflammation of the pleura

39. Which of the following **BEST** defines eupnea?

a) Difficult breathing
b) Fast respiration
c) Normal respiration
d) Cessation of breathing

40. Which of the following types of respiration denotes a temporary cessation of breathing?

a) Apnea
b) Eupnea
c) Hyperpnea
d) Tachypnea

41. The respiratory organ that is made up of microscopic structures called alveoli is the

a) bronchi.
b) larynx.
c) lungs.
d) trachea.

42. Which of the following statements is **INCORRECT** in regard to the respiratory process?

a) Expiration is forcing out the air and other vapors from the lungs.

b) Inspiration is drawing of air into the lungs.

c) The cerebrum monitors the amount of oxygen in the blood.

d) Intercostals and diaphragm are signaled to contract and expand.

43. An abnormally fast heart beat is known as

a) bradycardia.
b) cardiomegaly.
c) cardiopathy.
d) tachycardia.

44. Which of the following **BEST** describes the location of the heart?

a) Posterior to the sternum, anterior to the spine
b) Anterior to the sternum , posterior to the spine
c) Behind the sternum slightly to the left
d) Behind the sternum slightly to the right

45. Which is **NOT** a layer of the heart?

a) Endocardium
b) Epicardium
c) Myocardium
d) Pulmocardium

46. Which term is **BEST** defined as a blood vessel which has valves and carries blood back to the heart?

a) Artery
b) Capillary
c) Plasma
d) Vein

47. The **BEST** definition of Thrombophlebitis is

a) a blood clot in the vein.
b) dissolving of a clot in the vein.
c) excision of a clot in the vein.
d) inflammation from a clot in the vein.

48. A red blood cell is called a(an)

a) basocyte.
b) erythrocyte.
c) leukocyte.
d) thrombocyte.

49. The fluid part of the blood is called the

a) plasma.
b) group/type.
c) formed elements.
d) factor.

50. Blood cells are produced in which one of these body areas?

a) Adrenal glands
b) Bone marrow
c) Liver
d) Pancreas

51. The following are all causes of bleeding EXCEPT

a) anticoagulant drugs.
b) deficiency of protein.
c) deficiency of vitamin C.
d) low platelet count.

52. The term which means removal of the spleen is

a) splenatrophy.
b) splenectomy.
c) splenoirhagra.
d) splenitis.

53. Which of the following statements is **INCORRECT**?

a) are similar to the blood vessels.

b) carry blood components, plasma and nutrients to the internal organs.

c) are located throughout the body.

d) allow lymph to mix with plasma and be distributed to general circulation.

54. The function of a lymph node is to

a) filter out excessive blood sugar.
b) filter out waste and bacteria.
c) produce antihistamines to fight allergies.
d) produce vitamin C to fight colds.

55. Which of the following terms denotes an inflammation of the liver?

a) Hematemesis
b) Hemoptysis
c) Hepatitis
d) Hepatomegaly

56. Which of the following is **NOT** a true organ of the digestive system?

a) Large intestine
b) Pharynx
c) Small intestine
d) Teeth

57. Which of the following organs secretes the gastric juice know as hydrochloric acid?

a) Esophagus
b) Large intestine
c) Small intestine
d) Stomach

58. Which of the following organs stores and releases bile to emulsify fats?

a) Gallbladder
b) Liver
c) Pancreas
d) Salivary glands

59. After the food leaves the esophagus, it enters the

a) anus.
b) mouth.
c) small intestine.
d) stomach.

60. Your body obtains nutrients by

a) absorbing them through the skin from the sun.
b) absorbing them through the skin from water.
c) eating only high-protein, low-fat foods.
d) eating proper amounts of the basic food groups.

61. To gain weight

a) decrease calories and increase exercise.
b) decrease calories and decrease exercise.
c) increase calories and increase exercise.
d) increase calories and decrease exercise.

62. To loose weight

a) decrease calories and increase exercise.
b) decrease calories and decrease exercise.
c) increase calories and increase exercise.
d) increase calories and decrease exercise.

63. All of the following are special diets **EXCEPT**

a) bland.
b) general.
c) restricted calories.
d) restricted sodium.

64. Hypersecretion of a gland is

a) mixed secretion.
b) no secretion.
c) over secretion.
d) under secretion.

65. Endocrine glands are

a) ductless.
b) single ducts.
c) double ducts.
d) multiple ducts.

66. The function of the pituitary gland is to

a) secrete adrenalin.
b) stimulate growth and development.
c) regulate metabolism.
d) produce calcium and phosphorus.

67. Insulin, secreted by the pancreas, controls

a) appetite.
b) amount of pancreatic juice secreted.
c) sugar level in bloodstream.
d) stored body energy.

68. The growth hormone is secreted by the

a) gonads.
b) pituitary.
c) thyroid.
d) thymus.

69. A tumor composed of nerve cells is called a(an)

a) adenoma.
b) encephaloma.
c) myeloma.
d) neuroma.

70. Nerves that contain both afferent and efferent nerve fibers are called

a) connecting nerves.
b) dendrite nerves.
c) motor nerves.
d) sensory nerves.

71. The spinal cord functions in all of the following **EXCEPT**

a) motor impulses.
b) sensory impulses.
c) reflex activities.
d) vasomotor control.

72. The term meaning inflammation of the eyelids is

a) blepharitis.
b) dacryoadenitis.
c) iritis.
d) keratoiritis.

73. The fluid that gives shape to the eyeball is the

a) aqueous humor.
b) endolymph.
c) perilymph.
d) vitreous humor.

74. The membrane acting as a protective covering for the eye is the

a) conjunctiva.
b) choroid.
c) tympanic membrane.
d) membraneous cochlea.

75. Excess pressure in the eye fluid is called

a) cataract.
b) glaucoma.
c) hyperopia.
d) presbyopia.

76. The term meaning an incision into the pelvis of the kidney is called

a) pyelectasis.
b) pyelitis.
c) pyeloscopy.
d) pyelotomy

77. The nephrons of the kidney are located in the

a) cortex.
b) convoluted tubules.
c) medulla.
d) renal basin.

78. Water composes what percentage of urine?

a) 65
b) 75
c) 85
d) 95

79. The term meaning inflammation of the uterine tube is

a) metritis.
b) mastitis.
c) oophoritis.
d) salpingitis.

80. The male organ that collects and stores sperm cells is the

a) epididymis.
b) seminal vesicle.
c) testes.
d) vas deferens.

81. A mature ovum is normally fertilized in the

a) fallopian tube.
b) ovary.
c) uterus.
d) vagina.

82. Which of the following is **NOT** an element of communication?

a) Light
b) Receiver
c) Response
d) Sender

83. When reporting an observation you should

a) remember the resident's room number and bed number.
b) give your report when going off duty.
c) report exact time for observation.
d) report approximate location of abnormal sign.

84. Which of the following is **NOT** a criterion for using the telephone?

a) Answer the phone on the first ring.
b) Place outgoing calls successively.
c) Repeat caller's name frequently.
d) Speak distinctly and unhurriedly.

85. Which of the following is **NOT** a reason for the health care team to coordinate and plan the care plan?

a) Choose approaches/methods
b) Establish goals
c) Identify individual responsibility
d) Identify problems or needs

86. When answering the resident's call light

a) turn off the call signal, and address the resident by name.

b) wait until you have completed the resident's request before turning off the call light.

c) tell the resident that you will help but you will have to hurry since you have other residents too.

d) tell the resident that you are busy and they will have to wait their turn.

87. Which of the following is **NOT** a key point in body mechanics?

a) Feet should be shoulder-width apart.
b) Get close to whatever is being lifted.
c) Keep back, hips, and knees bent.
d) Use upper arm and leg muscles to lift.

88. When you and co-workers are moving a heavy resident you should

a) count or signal co-workers when time to lift.
b) lift, rather than pushing or pulling.
c) put all but one worker on side that's paralyzed.
d) to turn, twist your body rather than pivoting.

89. As a health care worker which of the following would you **NOT** do?

a) Allow resident to keep one cigarette in room.
b) Know location of all fire alarms.
c) Never prop open a fire door.
d) Participate in fire drills.

90. During an earthquake you should

a) carry candles or matches in case lights go out.
b) hurry and get outside if you are inside.
c) move residents next to outer walls.
d) take cover under a heavy object if inside.

91. If a resident was having a seizure you would do all of the following except

a) clear the area around the resident of anything hard or sharp.

b) loosen anything around neck that might make breathing difficult.

c) place a belt around resident's waist so you can help hold resident.

d) turn resident on side to help keep airway clear.

92. The universal sign for choking is

a) eyes rolled back in head.
b) grasping throat.
c) pounding chest.
d) sitting and staring.

93. The student organization for trade, technical, health education and industrial students is

a) FBLA.
b) FFA.
c) FHA.
d) VICA.

94. Your value systems, interests and personal abilities affect all of the following **EXCEPT**

a) behavior at work.
b) choice of occupation.
c) minimum wage.
d) satisfaction with work.

95. The following are characteristics for getting along with co-workers:

a) Cooperation, dependability, disrespect, honesty.
b) Dependability, disrespect, honesty, loyalty.
c) Friendliness, honesty, discourtesy, cooperation.
d) Honesty, dependability, self control, loyalty.

96. Business dress for women should include all of the following **EXCEPT**

a) blouses - simple in design and matching suit.

b) colors should be dark, solid, tweed, or conservative plaid.

c) dresses should not be of clingy material.

d) pantsuits and sweaters are always acceptable.

97. All of the following are purposes of parliamentary law **EXCEPT**

a) control speeches of officers.
b) enable an assembly to transact business.
c) preserve a spirit of harmony within group.
d) protect rights of each individual.

98. Which of the following are factors affecting attitudes about death?

a) Age, culture, religion, sex
b) Culture, age, personal experience, sex
c) Personal experience, culture, religion, sex
d) Religion, culture, personal experience, age

99. According to Elisabeth Kubler-Ross there are five stages of dying. These are

a) anger, bargaining, depression, acceptance, insanity.

b) denial,depression, dependence, anger, acceptance.

c) depression, acceptance, resignation, denial, anger.

d) anger, denial, bargaining, depression, acceptance.

100. Which of the following is **NOT** done after death?

a) Bathe soiled parts.
b) Close the eyes.
c) Place dentures in mouth.
d) Replace soiled dressings.

HEALTH SERVICES ASSISTANT

CERTIFICATION EXAMINATION

TEST BOOKLET

FORM 3

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO.

DO NOT MARK IN THIS BOOKLET.

DEVELOPED BY QUALITY TRAINING SPECIALISTS, INC.

HEALTH SERVICES ASSISTANT CERTIFICATION EXAMINATION

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GENERAL INSTRUCTIONS FOR COMPLETING INFORMATION SECTION OF THE NCS ANSWER SHEET

TO BE READ BY TEST ADMINISTRATOR.

OPEN YOUR TEST BOOKLET TO PAGE i AND FOLLOW ALONG.

1. Use #2 pencil. DO NOT USE INK OR A BALL POINT PEN.
2. In the space provided, print last name, first name and middle initial. Skip a space between names and middle initial.
3. Blacken the circle for each letter of the name and middle initial.
4. Blacken the circles on the first row for skipped spaces.
5. Blacken the circle to identify sex.
6. Blacken the circle to indicate grade completed. Individuals having a GED should darken the grade 12 circle.
7. Blacken the circle indicating the month of your birthdate.
8. Write in the day and the last two digits of the year of your birthdate. If the date is a single digit, precede it with an "0". Blacken the appropriate circles.
9. Use your social security number as identification number in blanks A-L and darken the appropriate circles.
10. Skip a space and write in the Test Form Number found on the front of your test booklet in blanks K-P. (Example: 391001)
11. When marking on the answer sheet make heavy black marks that fill the circle completely.

TURN TO THE NEXT PAGE ON GENERAL INSTRUCTIONS FOR TEST TAKING.

WHEN YOU HAVE READ THE INSTRUCTIONS LOOK UP SO THAT I WILL KNOW THAT YOU ARE READY TO GO ON. IF YOU HAVE ANY QUESTIONS, PLEASE ASK THEM WHEN EVERYONE HAS READ THE INSTRUCTIONS. NO QUESTIONS WILL BE ANSWERED AFTER YOU HAVE BEGUN TAKING THE EXAMINATION.

GENERAL INSTRUCTIONS FOR TAKING THE CERTIFICATION EXAMINATION

YOU HAVE TWO HOURS TO COMPLETE THIS EXAMINATION

Try to answer all of the questions. Do not go too fast but do not spend too much time on any one question. You should have enough time to check your answers.

Record the answers on a separate answer sheet. DO NOT MARK IN THIS TEST BOOKLET.

EXAMPLE:

1. The power source for a circulating mattress is

   a) air.; b) electricity.; c) gas.; d) water.

A	B	C	D	E
(1)	(2)	(3)	(4)	(5)

The answer is "b", so the circle below the "b" is blackened.

A	B	C	D	E
(1)	●	(3)	(4)	(5)

IMPORTANT!!

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DO NOT TURN TO THE NEXT PAGE UNTIL YOUR EXAMINER TELLS YOU.

1. The health care team member responsible for all aspects of the operation of a health care facility is the

   a) administrator.
   b) department head.
   c) doctor.
   d) registered nurse.

2. Which of the following is **NOT** considered a good quality of a health care assistant?

   a) Dependable
   b) Honest
   c) Incompetent
   d) Responsible

3. Restraining a resident without a physician's order creates which of the following legal problems?

   a) Assault
   b) False imprisonment
   c) Invasion of Privacy
   d) Libel

4. Telling a resident to shut up or you'll tie them down creates which of the following legal problems?
   a) Assault
   b) Breach
   c) Libel
   d) Slander

5. All of the following have been affirmed as residents' Bill of Rights **EXCEPT**

a) being informed of other hospital residents.
b) confidential treatment of all records.
c) considerate and respectful care.
d) refusing treatment as permitted under law.

6. Which of the following steps is **INCORRECT** when filling out a job application form?

a) Exact dates of previous employment
b) Names of employment supervisors
c) If unsure of question, leave blank
d) Correct address, zip code, and phone

7. All the following describe ways of maintaining good personal hygiene **EXCEPT**

a) bathe daily.
b) brush teeth.
c) clean fingernails.
d) take vitamins.

8. All are examples of appropriate appearance of a health care assistant **EXCEPT**

a) neat, clean uniform.
b) white tennis shoes or sandals.
c) white or beige stockings.
d) limited amount of jewelry.

9. A disease producing organism is a(an)

a) aerobic organism.
b) anaerobic organism.
c) parasitic organism.
d) pathogenic organism.

10. All of the following are methods of organism transmission **EXCEPT**

a) diagnostic exam.
b) direct contact.
c) droplet spread.
d) airborne.

11. The following are all examples of pathogenic effects on the body **EXCEPT**

a) asthma.
b) AIDS.
c) hepatitis.
d) strep throat.

12. Which of the following statements best defines antiseptic?

a) A substance or drug lethal to bacteria or bacterial diseases

b) Anything which carries microorganisms

c) A material which is capable of causing an infection

d) An agent which prevents infections in living tissue

13. ARC differs from AIDS in that

a) there has been exposure but no symptoms yet.

b) the residents have the disease but won't die as a result.

c) only hemophiliacs are diagnosed with ARC.

d) the symptoms are present but they do not meet criteria for diagnosis of AIDS.

14. Which of the following statements about AIDS is correct?

a) All patients or residents are considered potentially infected with AIDS so universal precautions should be taken.

b) Patients with AIDS are thin, frail, and have skin cancers so they are easily detected.

c) Kissing, water fountains, food handling, and toilet seats are all methods of catching AIDS.

d) Gloves should be worn with patients or residents at all times since most people have been exposed to AIDS.

15. The plane that divides the body into top and bottom is the

a) frontal plane.
b) mid-sagittal plane.
c) sagittal plane.
d) transverse plane.

16. The relationship of the thigh to the ankle is called

a) inferior.
b) lateral.
c) medial.
d) superior.

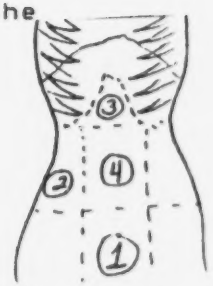
17. The cranial cavity contains the

a) brain.
b) lungs.
c) intestines.
d) spinal cord.

18. Which of the following subdivisions is located in the dorsal cavity?

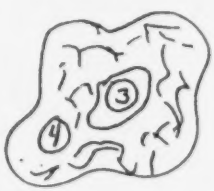
a) Abdominal
b) Pelvic
c) Spinal
d) Thoracic

19. The abdominal region marked #4 is the



a) epigastric.
b) left hypochondriac.
c) right lumbar.
d) umbilical.

20. Name the cell part which is marked #4.



a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

21. Thin sheets of tissue that cover or line cavities are known as

a) membranes.
b) organs.
c) systems.
d) cells.

22. One function of nerve tissue is that it

a) anchors and supports the body structures.
b) contracts and stretches, causing motion.
c) protects body parts and produces secretions.
d) receives stimuli and conducts impulses.

23. Which of the following is **NOT** a function of the digestive system?

a) Excretes solid wastes
b) Ingests food
c) Maintains homeostasis
d) Prepares food for use by the body

24. Which of the following **BEST** defines arthralgia?

a) Infection of a joint
b) Inflammation of a joint
c) Pain in a joint
d) Surgical fusion of a joint

25. The large bone in the upper leg is called the

a) femur.
b) fibula.
c) humerus.
d) tibia.

26. Which of the following is an example of a hinge joint?

a) Elbow
b) Hip
c) Shoulder
d) Vertebrae

27. Which of the following is **NOT** an example of a freely movable joint?

a) Ball and socket
b) Gliding
c) Hinge
d) Pivot

28. Which of the following **BEST** defines myalgia?

a) Pain in the skeletal system
b) Pain in the heart muscle
c) Pain in motion or movement
d) Pain in the tendon

29. Which of the following is a striated, voluntary muscle?

a) Cardiac muscle
b) Skeletal muscle
c) Smooth muscle
d) Visceral muscle

30. Which of the following muscles straightens the elbow?

a) Biceps
b) Deltoid
c) Trapezius
d) Triceps

31. Which of the following terms means inflammation of the skin?

a) Keratosis
b) Dermatitis
c) Echymosis
d) Keratitis

32. Which of the following **BEST** defines sarcoma?

a) A disease of the hair
b) Infection of the nails
c) Inflammation of the skin
d) Tumor of connective tissue

33. Which of the following is **NOT** a function of the integumentary system?

a) Environmental adjuster
b) Manufactures vitamin C
c) Protection
d) Regulates body temperature

34. One function of the skin is that it regulates body temperature. Which of the following statements does **NOT** explain the process of cooling the body?

a) Blood vessels dilate
b) Skin temperature rises
c) Sweat cools by evaporation
d) Blood vessels constrict

35. Which of the following **BEST** defines the function of the ceruminous gland?

a) Produces sweat
b) Produces ear wax
c) Protects nerve endings
d) Protects entire body

36. Which of the following terms mean spitting or coughing up blood?

a) Bronchitis
b) Dyspnea
c) Hemoptysis
d) Hyperpnea

37. Which of the following types of respiration denotes a temporary cessation of breathing?

a) Apnea
b) Eupnea
c) Hyperpnea
d) Tachypnea

38. Which of the following **BEST** explains the function of the nose?

a) Removes gases from the blood
b) Aids in speech production
c) Traps inhaled food particles
d) Warms, moistens, and filters the air

39. Which of the following is **NOT** a factor that may affect the respiratory rate?

a) Age
b) Blood pressure
c) Drugs
d) Exercise

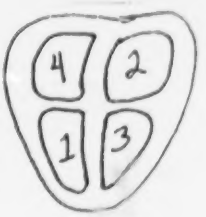
40. Which of the following **BEST** describes the location of the heart?

a) Posterior to the sternum, anterior to the spine
b) Anterior to the sternum , posterior to the spine
c) Behind the sternum slightly to the left
d) Behind the sternum slightly to the right

41. Which of the following is the name of a valve in the heart?

a) Aortic
b) Atrial
c) Septal
d) Ventricular

42. Which sequence demonstrates the flow of blood through the heart?



a) 4, 1, 2, 3
b) 2, 3, 4, 1
c) 4, 2, 3, 1
d) 4, 1, 3, 2

43. Which term is **BEST** defined as a blood vessel with three elastic layers and carries blood away from the heart?

a) Artery
b) Capillary
c) Plasma
d) Vein

44. The term which means hardening of the arteries is

a) arteriopathy.
b) arteriorrhaphy.
c) arteriosclerosis.
d) arteritis.

45. A white blood cell is called a(an)

a) basocyte.
b) erythrocyte.
c) leukocyte.
d) thrombocyte.

46. The amount of blood contained in the body is approximately

a) 1 - 2 liters.
b) 4 - 6 liters.
c) 10 - 12 liters.
d) 18 - 20 liters.

47. The plasma contains all of the following **EXCEPT**

a) antibodies.
b) blood cells.
c) proteins.
d) water.

48. Which of the following organs are responsible for destruction of older or damaged blood cells?

a) Heart and Lungs
b) Kidney and pancreas
c) Liver and spleen
d) Thymus and adrenals

49. The prefix "adeno" in a term refers to

a) bone.
b) gland.
c) mucus.
d) tumor.

50. Which of the following is **NOT** a part of the lymphatic system?

a) Adrenal gland
b) Spleen
c) Thymus gland
d) Tonsils and adenoids

51. Which of these is NOT a major lymphatic node?

a) Axillary nodes
b) Cervical nodes
c) Inquinal nodes
d) Pulmonary nodes

52. Which of the following BEST defines the term polydipsia?

a) Excessive thirst
b) Inflammation of the stomach
c) Enlargement of the liver
d) Vomiting of blood

53. Which of the following terms denotes an examination of the rectum?

a) Cholecystitis
b) Hepatitis
c) Sygmoidoscopy
d) Protoscopy

54. Which of the following organs reabsorbs water, bile salts, and vitamins?

a) Large intestine
b) Pharynx
c) Small intestine
d) Stomach

55. Which of the following organs manufactures bile, cholesterol, and blood protein?

a) Gallbladder
b) Liver
c) Pancreas
d) Salivary glands

56. After the food leaves the pharynx it enters the

a) anus.
b) esophagus.
c) small intestines.
d) stomach.

57. The two types of metabolism are

a) anabolism and catabolism.
b) basal and energy.
c) intermediary and anabolism.
d) intermediary and energy.

58. To lose weight

a) decrease calories and increase exercise.
b) decrease calories and decrease exercise.
c) increase calories and increase exercise.
d) increase calories and decrease exercise.

59. All of the following are substitute diets EXCEPT

a) I.V. therapy.
b) salt-free.
c) sustagen.
d) tube feeding.

60. Endocrine glands are

a) ductless.
b) single ducts.
c) double ducts.
d) multiple ducts.

61. The function of the thyroid gland is to

a) control reproduction.
b) develop the body's immune system.
c) produce calcium and phosphorus.
d) regulate metabolism.

62. The function of the parathyroid gland is to regulate

a) calcium and sodium absorption.
b) phosphorus absorption.
c) calcium and phosphorus absorption.
d) sodium absorption.

63. Testosterone is a hormone that

a) controls secondary male sex characteristics.
b) regulates sexual activity.
c) determines sex of child.
d) produces sperm.

64. The "Emergency Drug", adrenalin, is secreted by the

a) adrenal cortex.
b) adrenal medulla.
c) anterior pituitary.
d) posterior pituitary.

65. The term meaning an inflammation of the gray matter of the spinal cord is

a) encephalitis.
b) neuritis.
c) myelitis.
d) poliomyelitis.

66. The main divisions of the nervous system are the

a) central, peripheral, autonomic.
b) parasympathetic, central, autonomic.
c) central, peripheral, sympathetic.
d) parasympathetic, sympathetic, autonomic

67. The brain stem contains the

a) medulla, midbrain, pons.
b) medulla, pons, thalamus.
c) pons, thalamus, hypothalamus.
d) pons, cerebellum, medulla

68. The peripheral nervous system contains

a) crainial nerves only.
b) spinal nerves.
c) crainial and spinal nerves.
d) brain and spinal cord only.

69. The term meaning a fungus disease of the cornea is

a) blepharoptosis.
b) dacryostenosis.
c) keratomycosis.
d) otomycosis.

70. The two intrinsic eye muscles are

a) ciliary and iris.
b) lateral and inferior oblique.
c) superior and inferior oblique.
d) superior and inferior rectus.

71. The ossicles of the middle ear are the

a) bony labyrinth, oval window, cochlea.
b) cochlea, vestibule, semicircular canals.
c) malleus, incus, stapes.
d) stapes, cochlea, bony labyrinth.

72. The term meaning blood in the urine is

a) albuminuria
b) hematuria.
c) nocturia.
d) pyuria.

73. Which of the following is not a function of the urinary system?

a) Detoxify poisons in bloodstream
b) Maintain homeostasis
c) Produce urine
d) Remove excess materials in bloodstream

74. The organ that stores urine is the

a) bladder.
b) kidney.
c) ureter.
d) urethra.

75. The presence of glucose in urine is an indication of

a) diabetes mellitus.
b) hypoglycemia.
c) nephrosis.
d) Bright's disease.

76. The term meaning uterine bleeding is

a) hysteralgia.
b) menopause.
c) metorrhagia.
d) oophoroma.

77. The gland responsible for producing an alkaline secretion is the

a) cowper's.
b) epididymis.
c) gonad.
d) vas deferens.

78. Menstruation is a sloughing of the uterine lining called the

a) endometrium.
b) epithelium.
c) perimetrium.
d) peritoneum.

79. The following is an example of verbal communication:

a) Body movements
b) Facial expression
c) Posture of body
d) Telephone conversations

80. Many residents with cardiovascular diseases have difficulty with edema which is

a) unusual breathing pattern.
b) extreme blue condition of skin.
c) slow circulation.
d) generalized or local swelling.

81. Which of the following is **NOT** a technique to use for taking telephone messages?

a) Determine purpose of call by asking questions.
b) Hang up if caller becomes angry.
c) Obtain caller's name and phone number.
d) Repeat information in message.

82. Which of the following is an effective telephone technique when you must place the caller on hold?

a) "Hold on for just a second".

b) "Hey, I need to put you on hold, okay?".

c) "Mr. Smith, I will need to place you on hold".

d) "Mr. Smith, you need to hold on for a minute or two".

83. The care plan should be reviewed

a) weekly.
b) monthly.
c) quarterly.
d) annually.

84. A young child or helpless adult may not be able to use the call light. You should check on them

a) when you have time.
b) every two or three hours.
c) frequently and listen for calls of help.
d) after you have completed your other duties.

85. Which of the following is a true statement?

a) Always stand 12 inches away from whatever is being lifted.
b) Body mechanics provide imbalance and instability.
c) Feet should be as far apart as possible to give a broad base of support.
d) Inform the resident when, how, and where you are going to lift.

86. When a fire alarm has sounded what is the first thing you would do?

a) Get oxygen tanks for residents needing oxygen.
b) Go get the fire extinguisher.
c) Evacuate residents near fire.
d) Help residents remove personal belongings.

87. A resident has fallen and severely cut himself. You would

a) apply a tourniquet.
b) call for help as you go to resident.
c) have resident apply firm pressure to cut.
d) send someone else to help while you call charge nurse.

88. Which of the following would you NOT do if a resident falls while being unattended?

a) Assist charge nurse by checking vital signs.
b) Call for help immediately.
c) Check for swelling, bruising, pain.
d) Move resident to bed or chair.

89. If a resident has a seizure you should observe and note all of the following **EXCEPT**

a) if the resident was incontinent.
b) time seizure started and how long it lasted.
c) vial signs during seizure.
d) was seizure generalized or started in certain area.

90. The student organization for trade, technical, health education and industrial students is

a) FBLA.
b) FFA.
c) FHA.
d) VICA.

91. Being a member of the vocational student organization helps students do all of the following **EXCEPT** to

a) improve job opportunities and career growth.

b) help with social and work skills.

c) give well-deserved recognition.

d) provide a way for students to improve their community.

92. When developing a value system you are influenced by all of the following **EXCEPT**

a) environment.
b) family.
c) friends.
d) heredity.

93. Which of the following is a true statement?

a) Interests influence your experiences.

b) Interests bear no relationship to the career that you choose.

c) Interests often cause dissatisfaction in social/ emotional needs.

d) Interests have little effect on hobbies you pursue.

94. Behaviors and interpersonal skills employers expect from employees are

a) acceptance of evaluation, honesty, criticism, enthusiasm.

b) Cooperation, honesty, initiative, criticism.

c) Honesty, initiative, enthusiasm, dependability.

d) Initiative, criticism, dependability, honesty.

95. The following are characteristics for getting along with co-workers:

a) Cooperation, dependability, disrespect, honesty.
b) Dependability, disrespect, honesty, loyalty.
c) Friendliness, honesty, discourtesy, cooperation.
d) Honesty, dependability, self control, loyalty.

96. Business dress for men should include all of the following **EXCEPT**

a) conservative sport coat and slacks are acceptable in most meetings.

b) dress shirts should be white or pastel.

c) ties should be bright and "loud" in color.

d) suit should be traditionally styled, fitted, and dark or pinstripe.

97. Business people should also utilize good health practices. These would include all of the following **EXCEPT**

a) exercise instead of eating lunch.
b) good balanced diet and avoid junk foods.
c) regular exercise designed for own needs.
d) regular medical and dental check-ups.

98. The basic principles of parliamentary procedure used to achieve the purposes of parliamentary law include all of the following **EXCEPT**

a) each proposition presented for consideration is entitled to full and free debate.

b) every member has rights equal to every other member.

c) only one subject may claim the attention of the assembly at one time.

d) the will of the minority must be carried out, and the rights of majority preserved.

99. According to Elisabeth Kubler-Ross there are five stages of dying. These are

a) anger, bargaining, depression, acceptance, insanity.

b) denial,depression, dependence, anger, acceptance.

c) depression, acceptance, resignation, denial, anger.

d) anger, denial, bargaining, depression, acceptance.

100. Which of the following is **NOT** a sign of approaching death?

a) Fast, weak pulse
b) Rapid and shallow respirations
c) Falling blood pressure
d) Lowering of body temperature

HEALTH SERVICES ASSISTANT

CERTIFICATION EXAMINATION

TEST BOOKLET

FORM 4

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO.

DO NOT MARK IN THIS BOOKLET.

QUALITY TRAINING SPECIALISTS, INC.

DEVELOPED BY QUALITY TRAINING SPECIALISTS, INC.

HEALTH SERVICES ASSISTANT CERTIFICATION EXAMINATION

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GENERAL INSTRUCTIONS FOR COMPLETING INFORMATION SECTION OF THE NCS ANSWER SHEET

TO BE READ BY TEST ADMINISTRATOR.

OPEN YOUR TEST BOOKLET TO PAGE i AND FOLLOW ALONG.

1. Use #2 pencil. DO NOT USE INK OR A BALL POINT PEN.
2. In the space provided, print last name, first name and middle initial. Skip a space between names and middle initial.
3. Blacken the circle for each letter of the name and middle initial.
4. Blacken the circles on the first row for skipped spaces.
5. Blacken the circle to identify sex.
6. Blacken the circle to indicate grade completed. Individuals having a GED should darken the grade 12 circle.
7. Blacken the circle indicating the month of your birthdate.
8. Write in the day and the last two digits of the year of your birthdate. If the date is a single digit, precede it with an "0". Blacken the appropriate circles.
9. Use your social security number as identification number in blanks A-L and darken the appropriate circles.
10. Skip a space and write in the Test Form Number found on the front of your test booklet in blanks K-P. (Example: 391001)
11. When marking on the answer sheet make heavy black marks that fill the circle completely.

TURN TO THE NEXT PAGE ON GENERAL INSTRUCTIONS FOR TEST TAKING. WHEN YOU HAVE READ THE INSTRUCTIONS LOOK UP SO THAT I WILL KNOW THAT YOU ARE READY TO GO ON. IF YOU HAVE ANY QUESTIONS, PLEASE ASK THEM WHEN EVERYONE HAS READ THE INSTRUCTIONS. NO QUESTIONS WILL BE ANSWERED AFTER YOU HAVE BEGUN TAKING THE EXAMINATION.

GENERAL INSTRUCTIONS FOR TAKING THE CERTIFICATION EXAMINATION

YOU HAVE TWO HOURS TO COMPLETE THIS EXAMINATION

Try to answer all of the questions. Do not go too fast but do not spend too much time on any one question. You should have enough time to check your answers.

Record the answers on a separate answer sheet. DO NOT MARK IN THIS TEST BOOKLET.

EXAMPLE:

1. The power source for a circulating mattress is

   a) air.; b) electricity.; c) gas.; d) water.

A	B	C	D	E
(1)	(2)	(3)	(4)	(5)

The answer is "b", so the circle below the "b" is blackened.

A	B	C	D	E
(1)	●	(3)	(4)	(5)

IMPORTANT!!

1. Use a #2 pencil.
2. Do NOT use a ballpoint pen.
3. Find the row of circles which is the same number as the question you are answering.
4. Find the circle which corresponds to the answer you have selected and blacken that circle.
5. Make heavy black marks that fill the circle completely.
6. Blacken only one response circle for each question.
7. Erase cleanly any answer you wish to change.
8. Make no stray marks on the answer sheet.
9. Fold the pages of the test booklet so only one page is visible. Put your answer sheet close to the question being answered.

DO NOT TURN TO THE NEXT PAGE UNTIL YOUR EXAMINER TELLS YOU.

1. The health care team member responsible for helping the patient/resident with financial resources is the

   a) Activities Director.
   b) Director of Nurses.
   c) Personal Services Director.
   d) Social Services Director.

2. All are examples of health care assistant qualities **EXCEPT**

   a) acceptance of criticism.
   b) acceptance of failure.
   c) willingness to help.
   d) willingness to learn.

3. Telling a resident to shut up or you'll tie them down creates which of the following legal problems?

   a) Assault
   b) Breach
   c) Libel
   d) Slander

4. By observing the resident's bill of rights, the health care worker will assure all of the following **EXCEPT** resident's

   a) privacy.
   b) safety.
   c) well-being.
   d) expected outcome.

5. Which of the following items is **NOT** a resident's right?

   a) Right to refuse treatment
   b) Right to truth
   c) Right to privacy
   d) Right to extraordinary care

6. Which of the following is **NOT** proper job seeking skills?

a) Decide how much money you want.
b) Learn how to complete a job application.
c) Prepare a personal resume.
d) Prepare yourself for an interview.

7. Which of the following is **NOT** a helpful hint when interviewing?

a) Arrive at least 5 - 10 minutes early.
b) Groom yourself and dress appropriately.
c) Smoke or chew gum to relieve nervousness.
d) Speak clearly and listen carefully.

8. Which of the following is an **INCORRECT** statement regarding personal hygiene of the health care assistant? He/she should

a) bathe weekly.
b) use deodorant.
c) keep hair clean.
d) wear clean undergarments.

9. Which of the following statements about the clothing and accessories of a health care assistant is **INCORRECT**?

a) Shoes should fit well and provide support.

b) Uniforms should fit tight to avoid contaminating residents.

c) Nails should be kept clean and short.

d) Hair that is long should be pinned back.

10. Which of the following is an **INCORRECT** statement concerning employee rights?

a) Adequate orientation and supervision
b) Efficient working conditions
d) An Evaluation of performance
d) A reasonable wage increase

11. Identify which term is defined as a microorganism that requires oxygen in order to live?

a) Gram positive bacteria
b) Aerobic organism
c) Parasitic organism
d) Anaerobic organism

12. All of the following factors may affect the growth of bacteria **EXCEPT**

a) temperatures.
b) light.
c) color.
d) moisture.

13. Identify the statement that is true about infection.

a) A chronic infection is one which has recently started.

b) An acute infection is one which has long term effects.

c) A primary site is where the infection originated.

d) The secondary site is where the infection originated.

14. Who of the following would be **MOST** susceptible to infection?

a) 45 year old elementary school teacher
b) 96 year old nursing home resident
c) 25 year old baseball player
d) 19 year old fast food worker

15. The most simple, inexpensive, and convenient method used to prevent the spread of infection is

a) frequent linen changes.
b) use of disinfectants.
c) use of disposable equipment.
d) proper hand washing.

16. While removing isolation apparel follow all of these steps except

a) remove gloves, turning inside out.
b) discard disposable apparel in clean utility room.
c) wash your hands.
d) remove gown so inside of gown is outside.

17. Which of the following is a common early symptom of AIDS?

a) Near-sightedness; retinal bleeding
b) Night sweats; enlarged lymph nodes
c) Recurrent hiccoughs; belching
d) Hyperactive reflexes; leg cramps

18. Which of the following **BEST** defines the directional term superior?

a) Closer to the midline of the body

b) The back side of the body

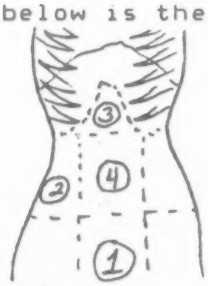
c) Toward the head end or the upper part of the body

d) Toward the side of the body or away from mid line

19. The following are all subdivisions of the ventral cavity **EXCEPT**

a) abdominal.
b) cranial.
c) pelvic.
d) thoracic.

20. The abdominal region marked #1 below is the



a) epigastric.
b) hypogastric.
c) left iliac.
d) right lumbar.

21. Which of the following cell functions is a process by which cells build protein and produce energy?

a) Excretion
b) Metabolism
c) Nutrition
d) Respiration

22. Name the cell part marked #3.

a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

23. All of the following are types of tissue **EXCEPT**

a) connective.
b) epithelial.
c) muscle.
d) synovial.

24. A group of similar tissues performing the same function is known as

a) cells.
b) membranes.
c) organs.
d) systems.

25. 4. All of the following are functions of synovial membranes **EXCEPT**

a) act as a cushion
b) cover body cavities.
c) line joint cavities.
d) secrete synovial fluid.

26. Which of the following structures does **NOT** belong to the integumentary system?

a) Hair
b) Nails
c) Nose
d) Sebaceous glands

27. The term which means a production of bone is

a) arthralgia.
b) arthritis.
c) osteitis.
d) osteogenesis.

28. The seven bones located at the neck are called the

a) cervical vertebrae.
b) lumbar vertebrae.
c) thoracic vertebrae.
d) vertebrae.

29. All of the following bones make up the vertebral column **EXCEPT**

a) cervical.
b) coccyx.
c) lumbar.
d) ribs.

30. Which of the following is **NOT** an example of a freely movable joint?

a) Ball and socket
b) Gliding
c) Hinge
d) Pivot

31. Which of the following **BEST** defines myasthenia?

a) Pain of the muscles
b) Movement of muscles
c) Softening of the muscles
d) Weakness of the muscle

32. Which of the following forms the wall of the heart?

a) Cardiac muscle
b) Skeletal muscle
c) Smooth muscle
d) Voluntary muscle

33. Which of the following muscles extends the foot and connects with the Achilles tendon?

a) Gastrocnemius
b) Hamstrings
c) Quadriceps
d) Sartorius

34. Which of the following is a function of the biceps?

a) Flexes and rotates the head
b) Flexes the elbow
c) Raises and lifts the arm
d) Straightens the elbow

35. Which of the following **BEST** defines sarcoma?

a) A disease of the hair
b) Infection of the nails
c) Inflammation of the skin
d) Tumor of connective tissue

36. Which of the following best explains how the skin helps cool the body?

a) Blood vessels constrict, skin temperature falls, sweating stops

b) Blood vessels dilate, skin temperature rises, sweat cools by evaporation

c) Blood vessels dilate, sweating stops, skin temperature falls

d) Blood vessels constrict after sweating stops, skin temperature falls

37. Which of the following **BEST** defines the function of the sebaceous glands?

a) Produces ear wax
b) Produces hormones
c) Produces oil
d) Produces sweat

38. Which of the following terms denote an accumulation of air in the chest cavity?

a) Pleuritis
b) Pneumonitis
c) Pneumothorax
d) Pneumonia

39. Which of the following **BEST** defines eupnea?

a) Difficult breathing
b) Fast respiration
c) Normal respiration
d) Cessation of breathing

40. Which of the following types of respiration denotes difficult breathing?

a) Apnea
b) Dyspnea
c) Eupnea
d) Tachypnea

41. All of the following are functions of the nose **EXCEPT**

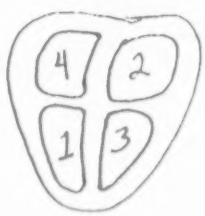
a) organ of smell.
b) removes gases from the blood.
c) passageway for air.
d) warms, moistens, and filters the air.

42. Which of the following is **NOT** a factor that may affect the respiratory rate?

a) Age
b) Posture
c) Pulse
d) Sex

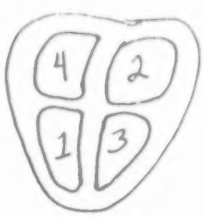
43. The left ventricle is designated by which number?

a) 4
b) 2
c) 1
d) 3



44. Which sequence demonstrates the flow of blood through the heart?

a) 4, 1, 2, 3
b) 2, 3, 4, 1
c) 4, 2, 3, 1
d) 4, 1, 3, 2



45. The function of a capillary is to

a) carry blood to the heart.
b) carry blood away from the heart.
c) connect the heart and lungs.
d) connect the artery and vein.

46. Which type of circulation provides blood flow to the heart muscle?

a) Coronary
b) General
c) Fetal
d) Portal

47. The amount of blood contained in the body is approximately

a) 1 - 2 liters.
b) 4 - 6 liters.
c) 10 - 12 liters.
d) 18 - 20 liters.

48. An erythrocyte's purpose is to

a) carry hemoglobin to cells.
b) clot the blood.
c) fight infection.
d) repair damaged tissues.

49. The following are all causes of bleeding **EXCEPT**

a) anticoagulant drugs.
b) deficiency of protein.
c) deficiency of vitamin C.
d) low platelet count.

50. Lymph is a thin watery fluid which

a) creates a cushion in the pregnant uterus.
b) filters waste and dead cells from the body.
c) produces insulin in the pancreas.
d) stimulates the pacemaker node in the heart.

51. Which of the following statements is **INCORRECT**? Lymphatic vessels

a) are similar to the blood vessels.

b) carry blood components, plasma and nutrients to the internal organs.

c) are located throughout the body.

d) allow lymph to mix with plasma and be distributed to general circulation.

52. The functions of the spleen include all these **EXCEPT**

a) destroys red blood cells.
b) filters out dead blood cells and cancer cells.
c) manufactures bacteria.
d) produces antibodies against certain diseases.

53. Which of the following **BEST** defines the term cholecystectomy?

a) Inflammation of the gallbladder
b) Inflammation of the liver
c) Removal of the gallbladder
d) Removal of the ilium

54. Which of the following is **NOT** a true organ of the digestive system?

a) Esophagus
b) Liver
c) Mouth
d) Stomach

55. Which of the following is **NOT** an accessory organ of the digestive system?

a) Gallbladder
b) Liver
c) Pancreas
d) Pharynx

56. Which of the following is **NOT** a function of the digestive system?

a) Absorption
b) Elimination
c) Physical breakdown of food
d) Transportation of oxygen

57. After the food leaves the esophagus, it enters the

a) anus.
b) mouth.
c) small intestine.
d) stomach.

58. Nutrients are chemical compounds that are used for

a) body growth, repair, and energy.
b) dietary weight control.
c) metabolic disorders.
d) supplemental compound for controlling digestion.

59. Intermediary metabolism consists of

a) anabolism and catabolism.

b) basal and energy.

c) converting simpler compounds into living, organized substances.

d) converting living, organized substances into simpler compounds.

60. Calories measure

a) energy.
b) fat.
c) nutrients.
d) weight.

61. A balanced diet consists of all of the following EXCEPT

a) adequate amount to give required calories.
b) extra calories to store energy.
c) food from each group.
d) variety of foods.

62. All of the following are basic diets EXCEPT

a) clear liquid.
b) full liquid.
c) general.
d) ensure.

63. Endocrine glands secrete

a) antibodies.
b) hormones.
c) iodine.
d) pancreatic juice.

64. The function of the parathyroid gland is to regulate

a) calcium and sodium absorption.
b) phosphorus absorption.
c) calcium and phosphorus absorption.
d) sodium absorption.

65. The two hormones secreted by the ovary are

a) estrone and progesterone.
b) estrone and testosterone.
c) gonadatrophin and testosterone.
d) progesterone and testosterone.

66. The term meaning inflammation of the brain is

a) cephalitis.
b) encephalitis.
c) neuritis.
d) poliomyelitis.

67. Neurons that conduct impulses to the brain and spinal cord form the

a) connecting nerves.
b) mixed nerves.
c) motor nerves.
d) sensory nerves.

68. The cerebrum, the largest part of the brain, is concerned with

a) muscle tone and coordination.
b) reasoning and senses.
c) reflex activities.
d) skilled motor movements.

69. The peripheral nervous system contains

a) crainial nerves only.
b) spinal nerves.
c) crainial and spinal nerves.
d) brain and spinal cord only.

70. The term meaning an earache is

a) costalgia.
b) iridoplegia.
c) ophtalmoplegia.
d) otalgia.

71. The two main cavities of the eyeball are

a) anterior and posterior.
b) anterior and inferior.
c) superior and inferior.
d) superior and posterior.

72. Sweet, sour, salt, and bitter taste receptors that form our taste sense are called

a) auditory.
b) gustatory.
c) hypothalmic.
d) proprioceptors.

73. The term meaning kidney stones is

a) nephrolithiasis.
b) nephropathy.
c) nephroptosis.
d) nephritis.

74. The basic structural unit of the kidney is the

a) calyx.
b) loop of Henle.
c) nephron.
d) renal pelvis.

75. Which of the following is not a normal constituent of urine?

a) Albumin
b) Mineral salts
c) Nitrogenous wastes
d) Pigment

76. The term meaning prolapse of the uterus is

a) gynopathy.
b) hysteropexy.
c) mastodynia.
d) metroptosis.

77. Which organ is **NOT** a passageway for sperm?

a) Penis
b) Prostate
c) Vas deferens
d) Urethra

78. Which of the following is **NOT** a primary organ for the female?

a) Ovary
b) Uterus
c) Vagina
d) Vulva

79. The following is an example of nonverbal communication:

a) Delivering and receiving messages
b) Greeting residents and visitors
c) Making appointments
d) Tone of voice

80. When a resident seems lonely, demanding or picky you can help by

a) supplying extra magazines.

b) reminding them of favorite television shows.

c) arranging for someone to spend time with them.

d) placing them in a position so they may watch other activities taking place.

81. When terminating a telephone conversation you should

a) say "Goodbye" and hang up.
b) tell caller they should come in person.
c) tell caller you are busy and hang up.
d) wait for caller to hang up.

82. Which of the following is **NOT** a reason for the health care team to coordinate and plan the care plan?

a) Choose approaches/methods
b) Establish goals
c) Identify individual responsibility
d) Identify problems or needs

83. A care plan is implemented for all the following reasons EXCEPT

a) charting reflects progress or regression.
b) reference for family and friends.
c) staff motivates resident to goals.
d) staff refers to care plan for direction.

84. A young child or helpless adult may not be able to use the call light. You should check on them

a) when you have time.
b) every two or three hours.
c) frequently and listen for calls of help.
d) after you have completed your other duties.

85. A resident's call light should be answered

a) immediately.
b) within 5 minutes.
c) within 5 - 10 minutes.
d) within 10 - 15 minutes.

86. Good body mechanics help the health care worker to

a) lift residents without asking for help.
b) learn short cuts in transferring residents.
c) reduce fatigue and prevent strain on the spine.
d) speed the resident up when ambulating.

87. When you and co-workers are moving a heavy resident you should

a) count or signal co-workers when time to lift.
b) lift, rather than pushing or pulling.
c) put all but one worker on side that's paralyzed.
d) to turn, twist your body rather than pivoting.

88. When evacuating residents which ones should be evacuated first?

a) Ambulatory
b) Bedridden
c) Confused
d) Wheelchair

89. Which of the following would you **NOT** do if a resident falls while being unattended?

a) Assist charge nurse by checking vital signs.
b) Call for help immediately.
c) Check for swelling, bruising, pain.
d) Move resident to bed or chair.

90. If a resident falls while being attended you should

a) disregard body mechanics - they won't help now.
b) gently lower yourself to floor, keeping back straight.
c) move resident to bed or chair and call the charge nurse.
d) push resident away to keep them from falling on you.

91. Elderly residents are prone to choking. You should take precautions by doing all of the following **EXCEPT**

a) cut food into small pieces.
b) do not rush - allow time for chewing and swallowing.
c) make sure dentures are in place and fit properly.
d) remove liquids from tray until meal is finished.

92. Students may participate in all levels of the student organization **EXCEPT**

a) VICAP.
b) officer elections.
c) skill olympics competition.
d) sponsor professional training.

93. Your value systems, interests and personal abilities affect all of the following **EXCEPT**

a) behavior at work.
b) choice of occupation.
c) minimum wage.
d) satisfaction with work.

94. Which of the following is a true statement?

a) Interests influence your experiences.

b) Interests bear no relationship to the career that you choose.

c) Interests often cause dissatisfaction in social/ emotional needs.

d) Interests have little effect on hobbies you pursue.

95. Which of the following is **NOT** part of the problem-solving process?

a) Identify the problem.
b) Look for solutions.
c) Choose solution at random.
d) Re-evaluate the solution.

96. When women apply makeup for business dress they should not

a) apply to clean skin only.
b) use bright colored eyeshadow to match suit color.
c) use perfume or cologne that is not overpowering.
d) use skin tone makeup base and blend.

97. The rapping of the gavel has special meaning as to how many times it is rapped. To call a meeting to order the gavel is rapped how many times?

a) Once
b) Twice
c) Three times
d) Multiple times

98. With 80 members voting on a main motion you must have a simple majority to pass the motion. This would require how many affirmative votes to pass?

a) 39
b) 40
c) 41
d) 42

99. Which of the following is a FALSE statement in caring for the dying resident?

a) Ask questions that can be answered with a simple yes or no.

b) Keep the room dimly lit so bright lights will not cause glare.

c) Give good peri care and keep the resident clean and dry.

d) Speak in a normal voice - do not whisper.

100. Rigor mortis is the stiffness or rigidity of skeletal muscles that occurs after death. It usually occurs within

a) less than one hour.
b) 2 - 4 hours.
c) 4 - 6 hours.
d) more than 6 hours.